

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPTALTA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Elections
4. Civil Service Position Code Description Departmental Analyst-A	10. Division
5. Working Title (What the agency calls the position) OPERATIONS SECURITY ANALYST	11. Section Operations
6. Name and Position Code Description of Direct Supervisor TAMBE, NEIL G; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BRATER, JONATHAN P; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 WEST ALLEGAN ST LANSING MI 48933 / 8AM – 5PM MONDAY - FRIDAY

14. General Summary of Function/Purpose of Position

This position serves as the Operational Security Analyst supporting the Bureau of Election's (BOE) Operations Section. This position is the recognized resource for all security duties completed by the Bureau of Elections. This position is the system administrator within the Bureau for all information systems including the Qualified Voter File (QVF), Online Voter Registration (OVR) and associated functions, the Michigan Transparency Network, and others. The position serves as the security liaison with MDOS Information Security and Control Division to assist BOE in preparing information system security plans for the various BOE information systems following the Michigan Security Accreditation Process. The incumbent has the responsibility for serving as an organizational liaison for information security, information technology, internal control evaluations, and audit resolution. This position serves as the Program/Contract Manager for Bureau of Elections applications and supports the Elections Operations Manager with vendor relationship activities.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Serve as the recognized resource and system administrator within the Bureau for information systems including the Qualified Voter File (QVF), Online Voter Registration (OVR) and associated functions, the Michigan Transparency Network, and other Bureau related information systems and provide access control guidance to the respective security administrators for each application. Lead specialized projects and complete other advanced bureau-related tasks related to ensuring information security.

Individual tasks related to the duty:

- Defines needed updates to System Security Plans and applications for the Bureau of Elections
- Maintain access control forms for the Qualified Voter File, Michigan Voter Information Center, and other applications as needed.
- Develop and implement a security monitoring checklist for the various BOE information systems. Perform periodic reviews to ensure application security is managed in an accurate and timely manner.
- Ensures that the Bureau is complying with State of Michigan security requirements for access control and identification and authentication for the various BOE information systems.
- Manage the access control process for the Bureau and contract employees gaining access to the department's information systems and data. Maintain and monitor staff's efforts for managing a process for researching, documenting, and monitoring VPN groups and group membership including a process for validating unique group membership.
- Work with information system developers to design and document access control and identification and authentication features within the various BOE information systems in compliance with the State of Michigan security requirements.
- Work with information system developers to design and document security administrator and system administrator monitoring reports within the various BOE information systems in compliance with the State of Michigan security requirements.
- Provide guidance and monitoring to the BOE Security Administrators as the review/process access request forms to modify access rights for access to various BOE information systems.
- Provide guidance and monitoring to the BOE Security Administrators as they assess the need for continued information system access by periodically analyzing user's activity and contribute to the development of procedures and processes for controlling internal and external access to BOE electronic information.
- Provide guidance and monitoring to the BOE Security Administrators as they review security administrator and system administrator monitoring reports. Identify and report to the Operations Manager any unusual activity trends or the suspected misuse of access rights or BOE records.
- Perform regular audits of system logs and reports for OVR, QVF or other applications, as assigned, to ensure usage of applications by users adhere to laws or guidance provided by the Bureau of Elections

Duty 2

General Summary:

Percentage: 25

Serve as the security liaison with MDOS Information Security and Control Division to assist BOE in preparing information system security plans for the various BOE information systems following the Michigan Security Accreditation Process.

Individual tasks related to the duty:

- Monitor and ensure that information system owners are reviewing and classifying the data in their various information systems using guidance provided by the Federal government and the Department of Technology, Management, and Budget.
- Monitor and ensure that information system owners are reviewing and documenting the security associated with the various software applications and related risk assessments using guidance provided by the Federal government, the State Budget Office, and the Department of Technology, Management, and Budget.
- Monitor and ensure that information system owner and the Operations Manager are maintaining appropriate audit logs for the various BOE information systems.
- Assist the Operations Director with documenting and communicating incident response reporting requirements in compliance with MDOS incident response reporting requirements.
- Review and ensure that the Recovery Point Objective and Recovery Time Objective for system disaster recovery plans aligns with the BOE's Information System Owner's business needs.
- Develop and implement a tracking mechanism for monitoring progress on the various information system contingency plans and disaster recovery plans.
- Provide analysis, support, and evidence regarding Bureau of Elections system security plans (SSP), risk assessments, plans of action and milestones (POAMs), tabletop exercises, disaster recovery plans and continuity of operations (COOP).

Duty 3

General Summary:

Percentage: 15

Serve as an organizational liaison in the area of information security and provide consultation regarding security awareness, ongoing access management, risk assessment and data classification issues. Serve as an organizational liaison for monitoring the resolution of audit recommendations and information system security risks.

Individual tasks related to the duty:

- Serve as a backup Technology and Security liaison for the Bureau of Elections and aide with requests for hardware/software purchases, security considerations, and associated testing.
- Along with Election Security Specialist, Liaison with the Information Security Control Division to ensure compliance with department and State security requirements.
- Work with BOE functions to ensure public website reviews required by security procedures are completed quarterly
- Serve as lead of Document Management process to ensure appropriate management of content, design standards, review and structure of Bureau of Election information.
- Develop and implement a process for provisioning, monitoring, and deprovisioning SharePoint and Teams workspaces for the Bureau. Develop and communicate guidance for using these workspaces in a secure and appropriate manner.
- Provide recommendations for security risk awareness, technology enhancements and upgrades, and resolution of audit recommendations.
- Monitor BOE employees' completion of security awareness training and ensure required compliance is achieved.
- Liaison with the Information Security and Control Division to assist the Bureau in completing the biennial internal control evaluation.
- Assist with monitoring BOE Office of the Auditor General and Office of Internal Audit recommendations.
- In conjunction with the BOE program area and the Information Security and Control Division, develop corrective action plans.
- Manage user relationships and serve as liaison for users of OVR APIs and Unique URLs

Duty 4**General Summary:****Percentage: 5**

Serve as an additional Program/Contract Manager for Bureau of Elections applications and support the Elections Operations Manager with vendor relationship activities.

Individual tasks related to the duty:

- Assist Operations Director with managing contracts and vendor relationships.
- Represent BOE in contract management review meetings and serve as an active member of Joint Evaluation Committees (JECs) when appropriate.
- Review and provide input and guidance on data security requirements that are the basis for development of Requests for Proposal (RFP) and subsequent Statements of Work (SOW).
- Work with Procurement, Information Security and Control Division, and Legal Services Administration to ensure vendor contractors, Memorandums of Understanding (MOU), Data Sharing Agreements (DSA), and SOC reports are accessible and in compliance with State standards.
- Ensure compliance with contract specifications, terms, deliverables, etc.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions in support of information security requirements and documentations.

Decisions in planning, scoping, directing and reporting that do not alter the scope of assigned projects.

Decisions leading to the proposition of alternatives and recommendations that do not alter the scope of assigned projects.

17. Describe the types of decisions that require the supervisor's review.

Matters that affect the budget beyond the project's allocated amounts.

When decision results in a business process change.

When the decision impacts other systems and business units.

Decisions that may impact compliance with Election Law, Campaign Finance Act, Lobby Registration Act, Notary Acts or other state or federal laws impacting Bureau of Elections.

Decisions that contradict contract agreements.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position operates in a normal office environment, performing duties within the assigned workspace. Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms. Work requires extensive use of personal computers including keyboards and monitors. This position is subject to stress and pressure to resolve problems quickly and effectively. Duties may involve lifting of 25 pounds or less

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as the Operational Security Analyst supporting the Bureau of Election's (BOE) Operations Section. This position is the recognized resource for all security duties completed by the Bureau of Elections. This position is the system administrator within the Bureau for information systems including the Qualified Voter File (QVF), Online Voter Registration (OVR) and associated functions, and the Campaign Finance Applications. The position serves as the security liaison with MDOS Information Security and Control Division to assist BOE in preparing information system security plans for the various BOE information systems following the Michigan Security Accreditation Process. The incumbent has the responsibility for serving as an organizational liaison for information security, information technology, internal control evaluations, and audit resolution. This position serves as the Program/Contract Manager for Bureau of Elections applications and supports the Elections Operations Manager with vendor relationship activities.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Updated language to reflect current status and duties due to evolution of the job. Also updated reporting structure.

25. What is the function of the work area and how does this position fit into that function?

The Operations Section provides oversight over operational and data functions of the BOE. This section is responsible for networking, coordinating, communicating, quality, management, and monitoring key data functions for the BOE.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 12

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of research and analysis.

Knowledge of the tools of management, such as methods development, cost analysis, procedural manuals, training materials, operating controls, records and reports, and studies applicable in evaluating programs or services.

Ability to analyze and assess operations from the standpoint of management controls, systems, and procedures.

Ability to establish program or service procedures, policies, or guidelines and to relate these to objectives.

Ability to interpret laws, rules, and regulations relative to the work.

Ability to formulate plans, procedures, and controls in a program or service area.

Ability to learn and utilize computer processes.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisor.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date